

Before students can be paid for time worked, each of these steps must be completed:

Step	Person Responsible
1. Enter Student Time Worked	Student
2. Print Timesheet <i>(if required by department)</i>	Student
3. Print Adjustment Timesheet <i>(if applicable)</i>	Student
4. Approve Reported Time	Department Time Approver

This guide describes step #4.

DEADLINES

You must **approve** all time reported for a month by 11:59 pm on the **5th calendar day of the following month**, even if the 5th falls on a weekend. **As of the 6th calendar day of each month, you will be locked out of the prior Pay Period and will not be able to approve or change reported time.**

If there is a need to make any adjustments to reported time from a previous pay period and the approval deadline has passed, the student must print and submit an Adjustment Timesheet for department approval. Students may use the “Printing Your Adjustment Timesheet” guide (<http://www.csub.edu/selfservice/guides/>) as a reference. Approved Adjustment Timesheets must then be forwarded to Payroll Services for processing.

1.0 Log into myCSUB

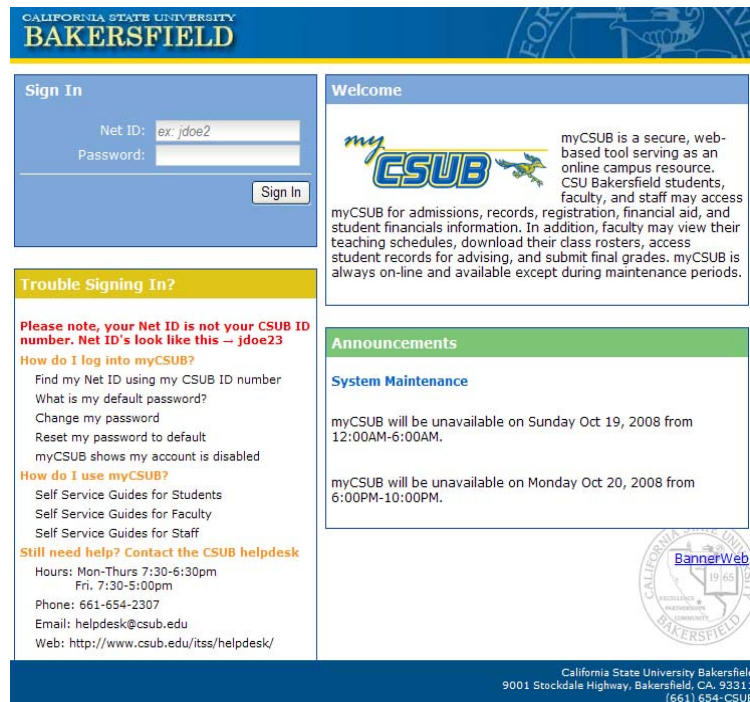
1.1 Navigation

Note: A PeopleSoft HR Time & Labor Access Form must be completed & approved before access to the Time & Labor system is granted. You will be notified of your Net ID and password once system access has been approved.

Select the **myCSUB** link from the CSUB home page or navigate directly to <http://my.csub.edu/>

Enter your Net ID and password to log into **myCSUB**.

If you need help obtaining and/or using your Net ID, refer to the appropriate help links located on the **myCSUB** web page for assistance.



For additional assistance, Quick Reference Guides are available from the following locations:

1. HR Time & Labor website: http://www.csub.edu/BAS/peoplesoftcms/hr/time_labor.shtml or direct navigation to: CSUB Home Page > Administration > BAS Administration > PeopleSoft Time & Labor
2. Self Service Guides for Faculty (www.csub.edu/selfservice/guides/faculty/) or Staff (www.csub.edu/selfservice/guides/staff/).

2.0 Approve Time Worked

2.1 Navigation

Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

2.2 Search for Reported Time

Search for employees that have reported time to approve by using any of the “Value” fields as employee selection criteria. The primary search field to use is “Group ID”. The Group ID represents a group of employees that have time approved by an MPP administrator. If the “Value” fields are left blank, all employees for whom you have been granted access and who have reported time to approve will be listed.

Use the “View By” and “Date” fields to select what date range or time period you wish to search. Click the “Get Employees” button to display all employees having reported time to approve based on the selection criteria you provided. Only employees for whom you have been granted access will be listed.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>

Get Employees

View By: All Time Before **Date:** 06/20/2007 **Refresh**

Employees For Mark Murie, Time Needing Approval From 06/16/2007 - 06/22/2007

Select	Name	Job Description	Hours to be Approved	Employee ID	Empl Rcd Nbr	Job	Department	Departm
<input type="checkbox"/>	Name		0.000000		0			

Select All
 Clear All

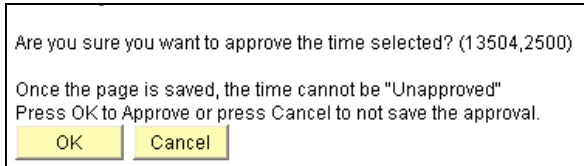
Approve Selected
 Deny Selected

Use any of the “Value” fields to search for employees with reported time needing approval. Only employees for whom you have been granted access will appear.

Use the “View By” field to define the parameter for the Date Field.
 It is recommended that you use “All Time Before” and set the date to the beginning of the next pay period.
 Click the “Refresh” button to refresh the results.

You may now select individual dates and approve or deny time reported by checking the appropriate “Select” box next to the reported time date. Click the “Approve Selected” or “Deny Selected” button as appropriate.

Upon making your selection you will receive a message similar to the one shown here:



Click “OK” to continue with the approval or “Cancel” to cancel the approval.

If you approved the time, you will receive a verification message of the approval as shown below:



Click “OK” to continue.

Once all time has been approved there will no longer be any rows of reported time data displayed on the approval page.

If approved time has been processed by a “Designated Approver”, the “Reported Time Report” must be printed and signed by the appropriate administrator. Use the following navigation to print the report: **CSUB Processes > TL Processes & Reports > Reported Time Report**. Please refer to the “Printing the Reported Time Report” quick reference guide for further instructions www.csub.edu/selfservice/guides/Staff/index.shtml

Click the “**Sign Out**” button at the top right of the page to exit **myCSUB** before closing the browser window. If you fail to do so, others could access your records from the same computer.

2.4 Adjustments

Any corrections to a prior pay period will be considered an Adjustment and must be reported on an Adjustment Timesheet. This includes a situation where no time was entered or reported for a month. Adjustment Timesheets may only be printed by the employee. For assistance, please refer to the Quick Reference Guide entitled “*Printing Your Adjustment Timesheet*” at the following link: www.csub.edu/selfservice/guides/.